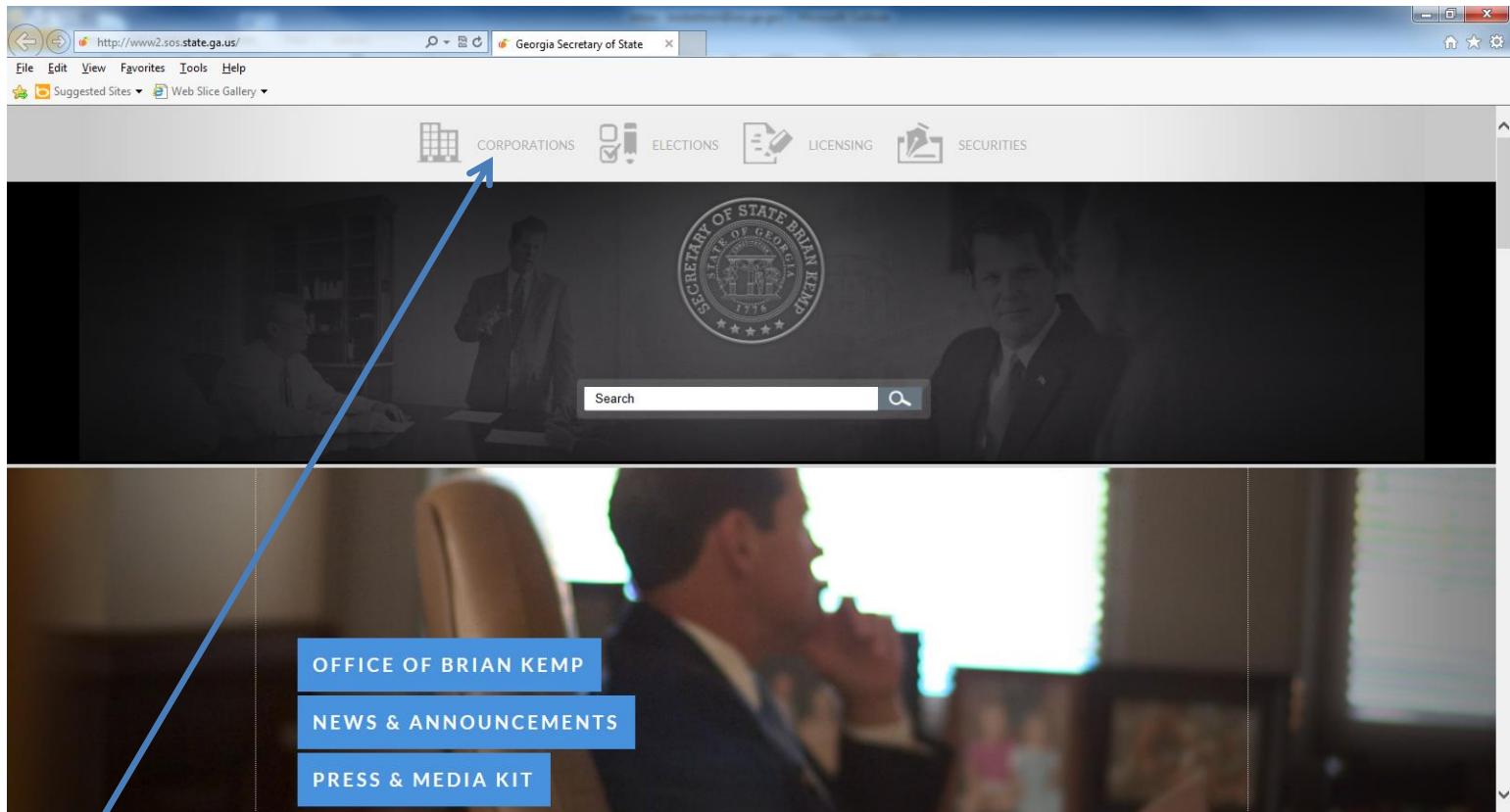
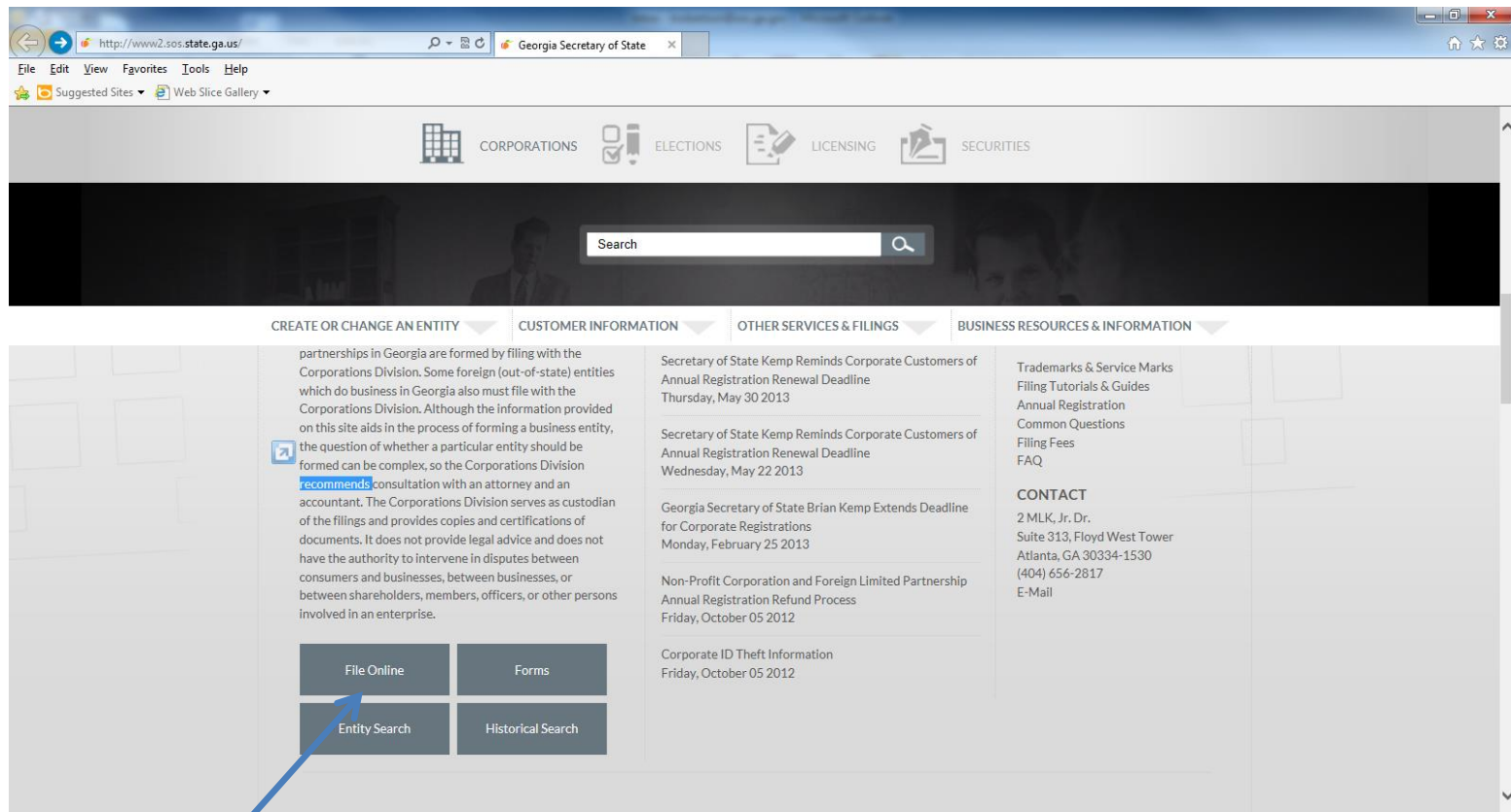


Welcome to the Instructions on How to File Your Annual Registration



On the Georgia Secretary of State home page click on Corporations



On the Corporations page click on the gray button “File Online”

Log On

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certified copy orders, and view filed documents**, you will need a free cGov360 account. To create an account, use the following link:
[Register for a cGov360 account.](#)

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, [click here.](#))

Log On

The Secretary of State Corporations Division is pleased to announce a new online portal to the businesses of Georgia. In addition to improved online services, the site upgrade will also feature a redesigned look and feel.

In addition to our current online services, by creating an online account in the new system, customers will be able to file Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships. User accounts will also allow online filing customers to save and edit filings, upload documents, and correct deficiencies.

The Corporations Division's website is being upgraded to a new platform. The migration of millions of historical records to the new system is currently taking place. As a result of this ongoing migration, historical information for certain entities on our new website may be incomplete, and customers may need to use our old search function to thoroughly search an entity's records for any historical information that has not yet been migrated. To search and review all historical information and filing data excluding any filings made during the 2013 calendar year, please visit <http://soskb.sos.state.ga.us>.

Click [here to access help, training documents, and online tutorials.](#)

Please enter search criteria below for entity searches.

You will need to have a Username and Password to continue with your online filing. If you need to create a username and password, please click on the link [Register for a cGov360 account.](#)

User Registration

Registration Information

Passwords are required to be a minimum of 7 characters in length.

| | | | |
|-------------------|----------------------|-------------------------|----------------------|
| Username | <input type="text"/> | Email | <input type="text"/> |
| Password | <input type="text"/> | Confirm Password | <input type="text"/> |
| First Name | <input type="text"/> | Last Name | <input type="text"/> |

Address

Address Type ☒ US ☐ International

| | | | |
|---------------|----------------------|--------------|--|
| Line 1 | <input type="text"/> | | |
| Line 2 | <input type="text"/> | | |
| City | <input type="text"/> | State | <input type="text" value="Select..."/> |
| | | Zip | <input type="text"/> |

Create your Username and Password, populating all information fields and click "Register" (please remember to record your username and password for future reference)

Log On

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certified copy orders, and view filed documents**, you will need a free cGov360 account. To create an account, use the following link:
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Click [here to access help, training documents, and online tutorials.](#)

Please enter search criteria below for entity searches.

You may now enter your Username and Password, click “Log On”



The screenshot shows a web application interface with a navigation bar at the top containing four tabs: "Business Filings", "Services Management", "Approved Services", and "Business Filings Search". The "Business Filings" tab is highlighted with a blue arrow pointing to it from the bottom left. Below the navigation bar, the main content area is divided into three sections: "Pending Services", "Received Services", and "Rejected Services". Each section has a header with a title and a brief description, followed by a table with columns for "Work Order Id", "Transaction", "Name", and "Date Submitted".

[Business Filings](#) [Services Management](#) [Approved Services](#) [Business Filings Search](#)

To perform a new filing, please go to the Business Filings tab.

Pending Services Items pending submission by this account/customer.

| Work Order Id | Transaction | Name | Date Submitted |
|---------------|-------------|------|----------------|
|---------------|-------------|------|----------------|

Received Services Items submitted by this account/customer and received for processing.

| Work Order Id | Transaction | Name | Date Submitted |
|---------------|-------------|------|----------------|
|---------------|-------------|------|----------------|

Rejected Services

Items rejected during the approval process. Review the rejection letter, correct any deficiencies and resubmit your filing for approval.

| Work Order Id | Transaction | Name | Date Submitted |
|---------------|-------------|------|----------------|
|---------------|-------------|------|----------------|

Upon log in, you will be directed to the “Services Management” tab. Click the “Business Filings” tab.

| Business Filings | Services Management | Approved Services | Business Filings Search |
|--|---|--|-------------------------|
| Business Filings Online Services | | | |
| Domestic Corporation NEW FILING - For-Profit Corp Domestic-Online NEW FILING - Nonprofit Corp Domestic - Online NEW FILING-Corp Professional Domestic-Online Limited Liability Company NEW FILING - LLC Domestic - Online Limited Partnership NEW FILING - LP Domestic - Online | Foreign Corporation NEW FILING - For-Profit Corporation Foreign Online NEW FILING - Non-Profit Corporation Foreign Online NEW FILING - Corp Professional Foreign - Online Limited Liability Company NEW FILING - LLC Foreign - Online Limited Liability Partnership NEW FILING - LLP Foreign Online Limited Partnership NEW FILING - LP Foreign Online | Misc. Corporation ANNUAL REGISTRATION- For-Profit Corp-Online ANNUAL REGISTRATION - Nonprofit Corp - Online Document Order Web Certified Copies Web Certificate of Existence Limited Liability Company ANNUAL REGISTRATION-LLC-Online Limited Liability Partnership ANNUAL REGISTRATION - FOREIGN ONLY - LLP - Online Limited Partnership ANNUAL REGISTRATION-LP-Online Name Reservation Web Name Reservation | |

On the right-hand column, click on the link representing the type of filing you wish to perform

FILING PROCEDURES FOR FILING A FOR-PROFIT ANNUAL REGISTRATION

Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration. O.C.G.A. §§ 14-2-1622(a), 14-3-1622(a), 14-8-56(a), 14-9-206.5, and 14-11-1103. Before proceeding, please confirm whether your entity's annual registration is due for the current year. Fees paid for filing a registration are non-refundable. Entity annual registrations are due by April 1st of each year, but may be filed as early as January 1st.

Filing the annual registration provides a current record of an entity's management structure, correct mailing address, and registered agent's name and address. In addition, entities that do not timely file annual registrations, together with all required fees, may be subject to administrative dissolution or revocation of their authorization to transact business in this State. O.C.G.A. §§ 14-2-1420, 14-2-1530, 14-3-1420, 14-3-1530, 14-8-51, 14-11-603, and 14-11-708.

The annual registration process is also the primary vehicle used to update entity accounts; therefore, multiple annual registrations may be filed during the year. In fact, an entity may update its information as many times as it wishes throughout the year simply by filing another annual registration and paying the applicable filing fee. Payment(s) made for annual registration filings this year will NOT be applied to next year's annual registration. An entity must file an annual registration each year. Finally, it is extremely important that each entity verify its information prior to filing. Filing fees are non-refundable. Corrections can only be made by filing another annual registration. The Secretary of State does not have the statutory authority to rescind registration filings or refund fees once they have been submitted. Additionally, a person who signs a document he or she knows is false in any material respect with the intent that the document be delivered to the Secretary of State for filing shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. O.C.G.A. §§ 14-2-129, 14-3-129.

Please note that you can check your entity's renewal status by performing a "Corporations Search" from the Division's home page.

By clicking the NEXT below you are agreeing to the above Terms & Conditions.

Next

The Filing Procedures page informs you of what information is required for this type of filing. Click the "Next" button when you have read this information

Select Entity

Select Entity

Search Criteria

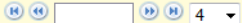
Inquiry: **Search**

Search Type: ☐ File Number ☒ Name

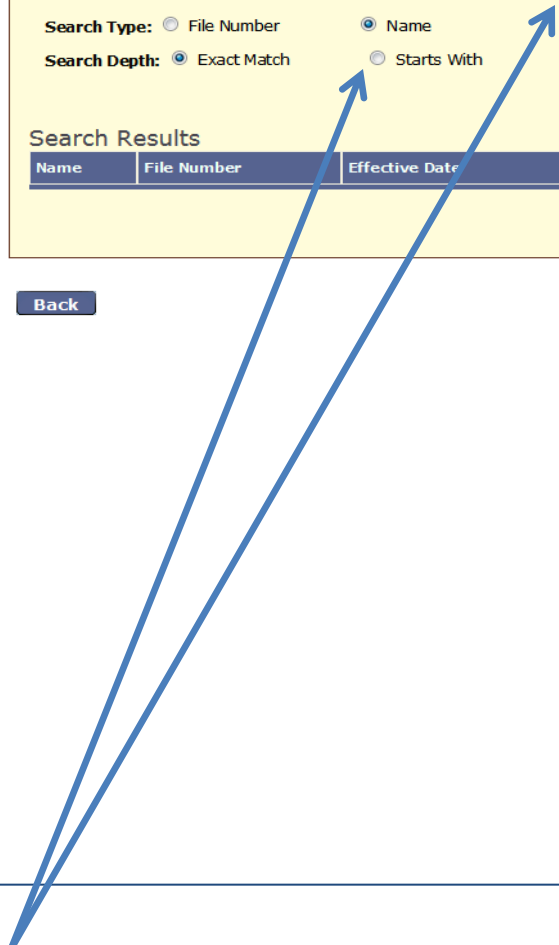
Search Depth: ☒ Exact Match ☐ Starts With ☐ Contains

Search Results

| Name | File Number | Effective Date | Status | ModelType | Locale | Qualifier |
|------|-------------|----------------|--------|-----------|--------|-----------|
|------|-------------|----------------|--------|-----------|--------|-----------|



Back



On the Entity page is where you search the database for your Entity Name or Control Number, if you do not have the complete name please note to re-set the radio button to Starts With

Select Entity

Search Criteria

Inquiry:

Search Type: ☐ File Number ☒ Name

Search Depth: ☐ Exact Match ☒ Starts With ☐ Contains

Search Results

| Name | File Number | Effective Date | Status | ModelType | Locale | Qualifier |
|--|-------------|----------------|----------------------|---------------------------|----------|------------|
| <u>ABCWORK@HOME LLC</u> | 12083013 | 10/18/2012 | Active/Compliance | Limited Liability Company | Domestic | For-Profit |
| <u>ABCS MANAGEMENT INC.</u> | K630740 | 9/16/1996 | Active/Compliance | Corporation | Domestic | For-Profit |
| <u>ABCS LLC</u> | 0356872 | 9/29/2003 | Admin. Dissolved | Limited Liability Company | Domestic | For-Profit |
| <u>ABCS FOR CHANGE LLC</u> | 10061801 | 9/01/2010 | Active/Noncompliance | Limited Liability Company | Domestic | For-Profit |
| <u>ABCRENOVATIONSLLC UNK</u> | 12088958 | 11/09/2012 | Active/Compliance | Limited Liability Company | Domestic | For-Profit |
| <u>ABCREATIONS LLC</u> | 10000210 | 1/02/2010 | Active/Noncompliance | Limited Liability Company | Domestic | For-Profit |
| <u>ABCPAINTMEDICLLC UNK</u> | 08046410 | 6/11/2008 | Active/Compliance | Limited Liability Company | Domestic | For-Profit |
| <u>ABCORP LLC</u> | 07099055 | 12/07/2007 | Active/Compliance | Limited Liability Company | Domestic | For-Profit |
| <u>ABCOR AGENCY LLC</u> | 11068569 | 9/12/2011 | Active/Noncompliance | Limited Liability Company | Domestic | For-Profit |
| <u>ABCONSULTING INC.</u> | K842343 | 11/19/1998 | Active/Noncompliance | Corporation | Domestic | For-Profit |
| <u>ABCONCEPTS INC.</u> | K707737 | 2/18/1997 | Active/Compliance | Corporation | Domestic | For-Profit |
| <u>ABCON INC.</u> | 0121110 | 5/04/2001 | Admin. Dissolved | Corporation | Domestic | For-Profit |

Select your entity from the search results by clicking on the underlined, blue name.

Index

Business Information

| Model Type | Locale | Qualifier | Action |
|-------------|--------|------------|---------------------|
| Corporation | Misc. | For-Profit | Annual Registration |

| | |
|-----------------|-----------------|
| Business Name | ABCS MANAGEMENT |
| Business Suffix | Inc. |

Report Year

Report Year

Business Address

Complete Company Mailing Address

Address Type ☒ US ☐ International

Select Address Type

Line 1

Line 2

City State Zip

Registered Agent

Please ensure that your registered agent address is correct when filing your annual registration.

Is individual?: ☒ Yes ☐ No

Name Email

Complete Mailing Address

Address Type ☒ US ☐ International

The Index page is where you can make changes to your entity information, Please note on this page you must populate the Report Year field and the county name from the drop down. (instructions continued on the next slide)

***Note the following for completing the Index section for filing your Business Information:**

Report Year: Enter current year in this field

Business Address: If the principle office address has changed, make the necessary updates here.

Registered Agent: Verify the accuracy of the Registered Agent information, and make any necessary changes to the Registered Agent name, address, and/or county in this section.

Signature Block

Signer

| Contact Type | Name | Complete Mailing Address | Executing Officer? | |
|--------------|--------------|---------------------------|--------------------|---|
| Signer | Last, Signer | 12 MAIN CITY, GA 33333 | Attorney-in-Fact | Edit Delete |

Type: ☒ Individual ☐ Organization

Individual

First Name **Middle Name**

Last Name **Suffix**

Complete Mailing Address

☒ US ☐ International

Line 1

Line 2

City **State** **Zip**

Email **Capacity**

Add Signer

Back **Next** **Save and Exit**

This screen will allow you to provide the signature for the document you are filing. Enter the name, address, and capacity of the signer in the provided fields. If there is more than one signer, you may click “Add Signer” to enter the additional information. Click “Next”.

Validation

Signer

| Contact Type | Name | Complete Mailing Address | Executing Officer? |
|--------------|--------------|---------------------------|--------------------|
| Signer | Last, Signer | 12 MAIN CITY, GA 33333 | Attorney-in-Fact |

Business Information

| Model Type | Locale | Qualifier | Action |
|-------------|--------|------------|---------------------|
| Corporation | Misc. | For-Profit | Annual Registration |

Business Name ABCS MANAGEMENT
Business Suffix

Report Year

Report Year 2013

Business Address
PRINCIPAL
1201 PEACHTREE STREET
ATLANTA, GA 30361

Registered Agent
Please ensure that your registered agent address is correct when filing your annual registration.

Name Registered Agent
Email email@noemail.com

Complete Mailing Address
12 MAIN ST

[Back](#) [Next](#) [Save and Exit](#)

The Validation page allows you to review the information you have entered. Please review and scroll to the bottom of the page and click next once approved. More instructions are available on the next slide.

***Note the following for completion of the Validation Screen:**

Validation:

The Validation page allows you to review the information you have entered. Please review and scroll to the bottom of the page.

If you find you need to make a correction or change, click the “Back” button at the bottom of the page. Continue to click “Back” until you reach the screen where you can make the necessary changes. Then click the “Next” button until you reach the Validation page again.

When your information is entered as intended, click the “Next” at the bottom of the “Validation Page” to enter the payment process.

Payment

Payment

Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: \$100.00

Payment Type:

This page will show you the amount due and provide the Payment Type options. Click "Next".

Payment

Payment
Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: \$100.00

Payment Type:

Name on Card: (As it appears on the card)

Billing Address:

Line 2:

City, State, Zip(+4): +4 optional

Daytime Telephone:

Credit Card Type:

Credit Card No: (Ex: 1111222233334444)

Expiration Date: /

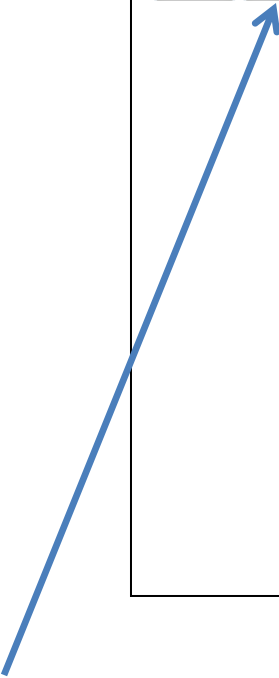
Credit Card Verification No: The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

Enter the payment information and click “Next”.

Payment

Payment


Your filing has been submitted for review and any payment has been accepted and received. Click to continue.


[Back](#)[Next](#)

Once your payment is accepted, you may click “Next” to continue with your filing.

Complete

Complete

Annual Registration Form: 

Invoice: 

Control Number:

File Number: 13454547

Date: 3/1/2013

Time: 08:31:10.6 AM

[Return to Home](#)

Your annual registration is now complete. You may click on the links above to view and print your Annual Registration and/or your Invoice copy